

# CITY OF GAHANNA

## JOB DESCRIPTION

Job Title: Recreation Team Member (Camp Counselor)	Job Code:
Department: Parks and Recreation	Salary Range: \$7.00 – 9.50/ hour
Location: Varies	FLSA/Civil Service: Non-exempt/Non CS
Revised            New    XX	Effective Date: March 1, 2004

A. **BASIC FUNCTION** (Primary purpose of this job): Assists in the organizing, scheduling, planning, and implementing all aspects of the Summer Camp program.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an **asterisk**.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Assist in developing individual camper's independence, self-esteem, and peer relationships in the summer camping environment. Design team activities that are safe, fun and promote team character. Maintain camper discipline as necessary, in an appropriate manner, to achieve camp objectives. Arrive on time to camp every day. Interpret safety and health rules, as well as other camp policies, to campers. Assist with all-camp activities. Assist with and participate in theme programming. Evaluate camp program and provide input in to support staff and directors. Abide by mandatory reporting policies, as described in the staff manual. Offer enthusiasm for camp life and programs.	60
2. Marketing, customer service, and phone support	20
3. Other duties as assigned	20

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Minimum 18 years of age
- Willing to work under direct supervision
- Ability to work independently
- Recreation background
- General knowledge of recreation components
- Ability and experience to lead and supervise others
- Must have completed one year of college or equivalent life experience
- Experience and/or training in youth work
  
- Preferred: Previous experience working within a recreation field

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Experience
Computer, fax, phone, voice mail	5	Minimal

E. **ESSENTIAL REQUIREMENTS OF POSITION:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoken levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environment conditions, extreme cold, extreme heat, noise, vibration, hazards and atmospheric conditions.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): High – This position will be responsible for the care of camp participants, therefore there is a high degree of accountability. Errors in judgment and/or legal difficulties will be dealt with directly by the Recreation Supervisor, the Recreation Superintendent or the Director of Parks and Recreation.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): This position will have regular contact with all City Departments, camper participants and their parents.

H. **SUPERVISION RECEIVED:** This position will receive regular supervision.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # **Supervise Directly:** Various campers **Indirectly:** \_\_\_\_\_

<b>Prepared by:</b> Mike Musser	<b>Date:</b> 1/14/2004
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job functions and responsibilities:</b>  _____ <b>Employee Signature</b>	<b>Date:</b>